BT DECTfax

Fax machine and digital telephone system

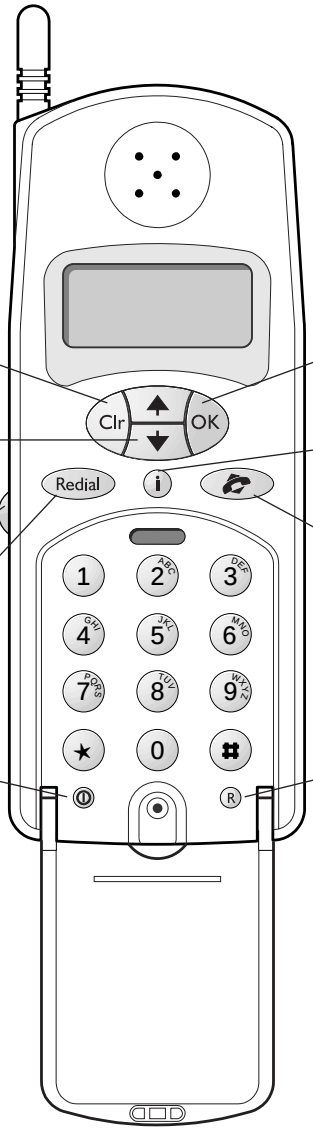
User guide

This equipment is not designed for making telephone calls when the power fails.

Alternative arrangements should be made for access to emergency services.

Please open this page for an 'At a glance' guide to your DECTfax

At a glance



Clr button
Enables you to exit the current function and edit numbers.

▲ and ▼ buttons
Used to access the memory, scroll through the directory and change phone settings.

Cover release button
Press to open the keypad cover.

Redial button
Stores multiple numbers up to a maximum of 200 digits.

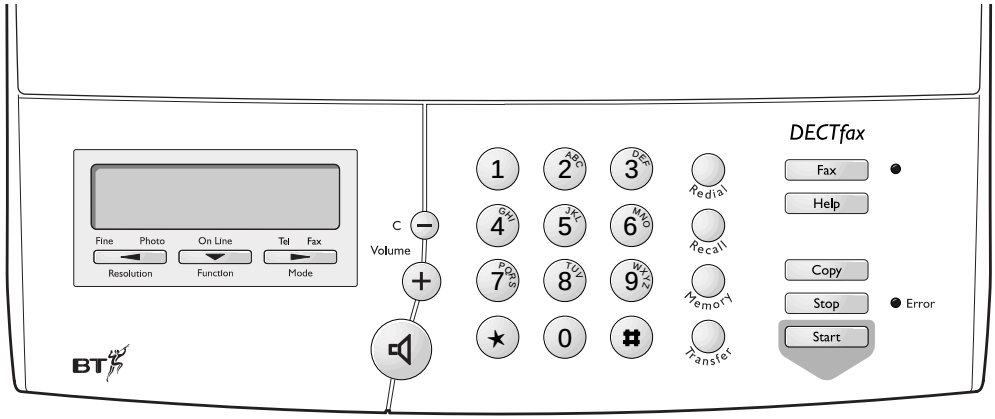
On/Off button
Switches the handset on and off

OK button
Used to access handset functions and settings. Confirms entries.

Intercom button
Used to communicate in various ways between handsets, and between handsets and the base station.

Talk button
Press to make and receive (internal & external) calls

Recall button
For use with switchboards and select services, and inserts a pause within a stored telephone number.



Resolution button/◀
Adjusts the resolution at which your DECTfax sends documents. Returns to previous option in the displayed menu. Moves the cursor left.

Function button
Accesses the function menus used to set up and operate your fax machine.

Tel Fax button/▶
Sets the fax to receive faxes and telephone calls either automatically or manually. Goes forward to the next option on the displayed menu. Moves the cursor right.

C/- button
Enables you to exit the current function or go back through the menus. Decreases the ringer volume and the loudspeaker volume.

+ button
Increases the ringer volume and the loudspeaker volume.

Hands free button
Used to dial without using the handset.

Redial button
Allows you to redial the last 10 numbers dialled from the base station.

Recall button
For use with switchboards and select services, and inserts a pause within a stored telephone number.

Memory button
Used to store and access numbers in the memory.

Transfer button
Used for call transfer.

Fax button
Prints out received faxes.

Help button
Prints out the functions list.

Copy button
Allows you to use the machine as a photocopier.

Stop button
Stops any operation in progress. Enables you to exit the function mode. Any changes which were not confirmed will not be saved.

Start button
Sends faxes and confirms an entry or option.

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Hints and tips boxes

In this user guide, we've included helpful tips and useful notes. These are shown in a grey box.

Introduction

Thank you for choosing a BT product. We expect that you will have many years of excellent service from it.

Your BT DECTfax machine is designed for ease of use and built to the high standards demanded by BT.

Please read these instructions carefully before use and retain this user guide for future reference.

For your records

Date of purchase

Place of purchase

Serial number
(on the underside of the machine)

Purchase price

For warranty purposes, proof of purchase is required, so please keep your receipt.

Equipment

Check your BT DECTfax is complete when you unpack it. You should have:

- BT DECTfax machine
- Print ribbon*
- Smartcard (ink ribbon gauge)
- Power adaptor
- Telephone cable
- Radio module
- DECT handset
- Handset charger
- Paper

** The print ribbon supplied with your BT DECTfax is only a 'starter ribbon' and has a print life of about 50 pages. Standard ribbons have a print life of about 230 pages.*

Customer Helpline
If you have any problems with your DECTfax, call the BT Helpline on **0845 603 1066**.

Setting up *Follow these steps to get your DECTfax ready to use*

1 Installing the print ribbon and smartcard

The print ribbon and the smartcard work together, and the fax will not work without the smartcard. The print ribbon prints onto paper and the smartcard monitors how much ribbon has been used.

Warning

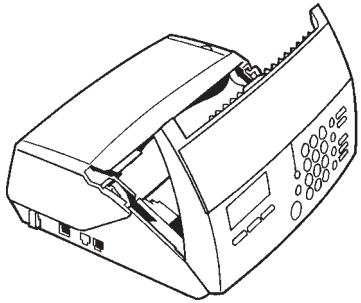
Use only print ribbons that match the supplier's specifications. Using other types may result in damage to the main machine and invalidate the manufacturer's warranty.

Documents printed by your machine may be read from the used print ribbon. If certain documents are to be kept confidential, you may want to remove the print ribbon whenever the machine is unattended.

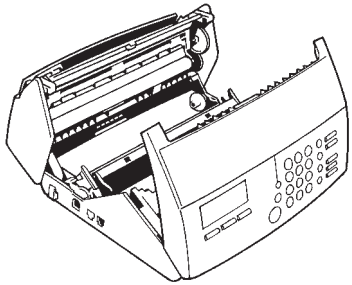
Print ribbons

To obtain new print ribbons call **0800 590009**.

1 Pull the front cover towards you until it clicks and holds itself open.

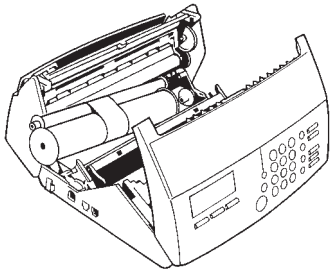


2 Press on the two green catches to release the rear cover and tilt it backwards.

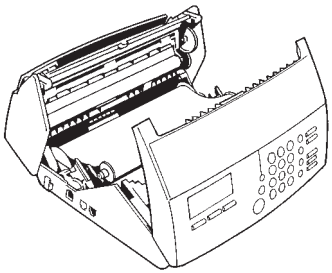


3 Without removing the clear securing band and with the green end of the spool on the left, place the ribbon roll into its housing under the rear cover Push the right-hand end of the spool against the spring and lower the green end into place.

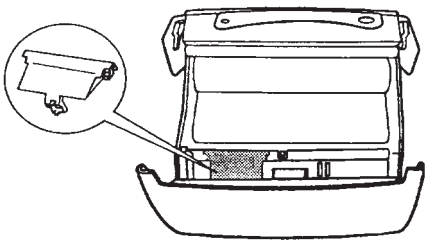
4 Remove the clear securing band by pulling the coloured tab. For the starter ribbon that comes with the new machine, remove the foam packing piece.



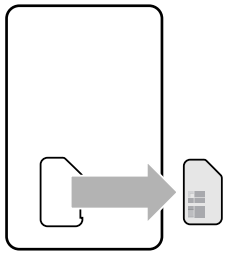
5 Gently pull the smaller spool towards you and place it in its housing - there are two slots that hold it in place.



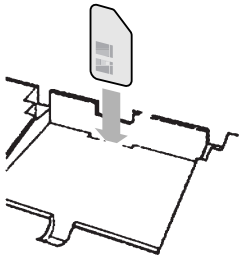
6 To install the smartcard, remove the green cover by pressing on the arrow and sliding it away from you.



7 Press out the smartcard from the card holding it.



8 Insert the smartcard into the slot with the gold square facing towards you, and replace the green cover.



9 When you have installed the print ribbon and the smartcard, close the front cover firmly, making sure both green clips are securely in place. If the smartcard is incorrectly installed, or not in place, the display shows *MISSING GAUGE*.

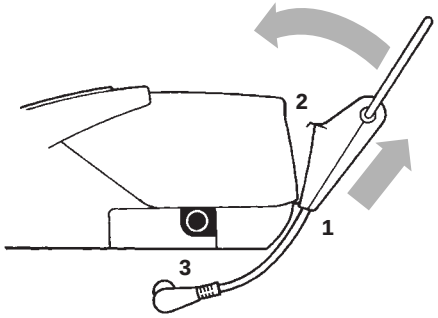
The smartcard monitors how much print ribbon is being used, and is always supplied with new print ribbons. The fax machine will not work unless the smartcard is installed.

3 Connecting the radio module

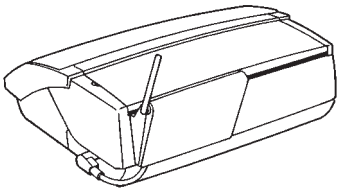
The radio module acts as a transmitter and receiver for radio signals to and from the handset(s). It goes at the back of the machine on the right-hand side as you face it.

IMPORTANT

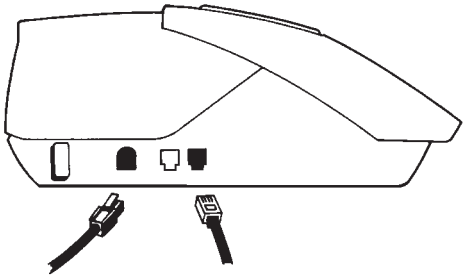
Before installing the radio module, make sure the machine is not plugged into the mains.



1. Place the spring loaded clip at the bottom of the module into the slot that runs along the back of the machine.
2. Clip the top part into place by pulling the module up and towards the machine.
3. Connect the cable to the socket on the side of the machine.



4 Connecting your BT DECTfax to the telephone line and mains power



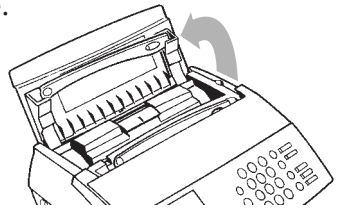
1. Plug the telephone line cord into the socket on the side of the machine, and connect the other end into the telephone wall socket.
2. Plug the power adaptor into the side of the machine.
3. Plug the mains power cable into the power adaptor, then plug the lead from the power adaptor into a convenient mains socket. When the mains power is switched on the display shows CHECK DATE to prompt you to set the correct date and time. *'Setting the date and time'* on page 13 shows you how to do this.

IMPORTANT

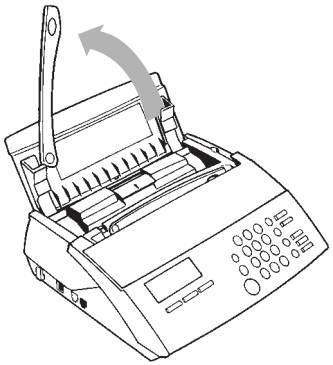
Do not place the power adaptor next to the radio module.

5 Inserting the output paper

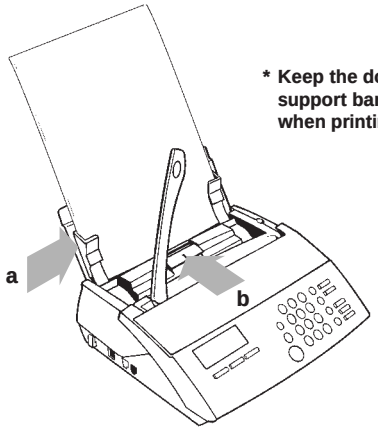
1 Open the sheet feeder flap by lifting it up at the side.



2 Lift the paper support bar.



3 Insert up to 30 sheets of paper between the paper guides and adjust the left paper guide (a) to the width of the paper. Press the clip (b) and allow the paper to fall down into position.



IMPORTANT

It is important to have the document support bar raised during printing to prevent paper feeding back into the machine.

IMPORTANT

Use A4 paper of 80gsm. The paper should be non-transparent and not torn or crumpled.

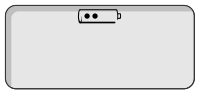
6 Charging the handset

IMPORTANT

The new handset may not be charged. It takes up to 12 hours to charge completely.

The handset is powered by a rechargeable NiCad battery. The charger uses a fast charge system. For example, 10 minutes of charging will give about 10 minutes of talk time. When fully charged the battery should give up to 5 hours talk time and up to 50 hours standby.

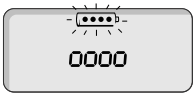
When the handset is not in the charger, the charging icon indicates the current level of charge in the battery - 4 dots means the handset is fully charged and 1 dot means the charge is low.



eg 50% charge

1 Plug the charger into the mains.
2 Place the handset into the charger. The handset display shows the moving charging icon.

3 When the battery is fully charged the charging icons stop moving and begin to flash.



Battery low warning
If, during a call, the battery charge is running low, the handset beeps every 4 seconds.

7 Customising your DECTfax

Your BT DECTfax can be customised to suit your personal requirements. You can customise your DECTfax in two ways; either by entering the appropriate function code or by scrolling through the on-screen menus. The majority of instructions in this user guide involve entering function codes as this is a more direct way of operating your fax machine. You can print out a functions list, this allows you to see all the functions of your DECTfax at once, along with the function codes to operate them, see *'Printing out the functions list'* on page 36.

There are a number of buttons which are used to access and customise the functions of your DECTfax:

Button	*What it's used for*
Function	Enables you to enter FUNCTION mode
Start	Confirms an entry or option
Stop	Enables you to exit the FUNCTION mode. Any changes which were not confirmed will not be saved
▶	Moves to the next option or moves the cursor right
◀	Returns to the previous option or moves the cursor left
Stop	Enables you to exit the current function or go back through the menus

Date and time

It is important that your DECTfax is always set to the correct date and time as this information is shown on the fax received by the addressee and is required for faxes programmed to be sent at a later date.

To set the date and time

1 Switch on your BT DECTfax.
The display shows *CHECK DATE*.

2 Press **Function** then **2** then **1** then **Start**.
The display shows the current set date and time.

3 Use the keypad to enter the date and time. For example, for 7th May 1998, 9:15, press **07 05 98 09 15**.

4 Press **Start** to confirm the entry.

Entering your own telephone/fax number

Your telephone/fax number can be printed at the top of each fax you send.

To enter your own telephone/fax number

1 Press **Function** then **2** then **2**. The display shows *22--NUMBER*. Press **Start**.

2 Use the keypad to enter your own number. To enter a space, use the ▶ button; to enter a **+**, use the ✶ button.

3 Press **Start** to confirm the entry.

Entering your name

You can add your name (such as the name of your company) to be printed at the top of each fax you send.

To enter your name

1 Press **Function** then **2** then **3**. The display shows *23--NAME*. Press **Start**.

2 Enter your name using the keypad to type in letters. Press the button which has the letter you want until that letter shows up on the display. For example, to enter the letter R press the **7** button four times - first it will show *7*, then *P*, then *Q*, then *R*. To move on to the next letter you want to enter, press the ▶

button. You can enter a maximum of 20 characters.

To enter the characters **/** *or* **-** *or* **+** *use the* **1** *button on the keypad.*

To delete a character use the **<** *button.*

To insert a space use the **>** *button.*

3 Press **Start** to confirm the entry.

Network and dial settings

Your BT DECTfax has been preset to work on a direct exchange line, or PSTN. There is no need to alter this setting unless you will be using the machine on an internal network, or PABX. If this is the case:

To change the network setting

1 Press **Function** then **2** then **4**. The display shows *24--NETWORK*. Press **Start**.

2 Press the ▶ button to scroll through the options.

3 Press **Start** to confirm the entry.

Your BT DECTfax has two dialling modes: TONE and PULSE. It is preset to TONE . This is the correct setting for all direct lines and most switchboards. For some switchboards it may be necessary to set the machine to PULSE dialling.

To set the dial mode

1 Press **Function** then **2** then **5**. The display shows *25--DIALLING*. Press **Start**.

2 Press the ▶ button to select the mode you want.

3 Press **Start** to confirm the entry.

Ring settings

To set the number of rings before the machine answers automatically

1 Press **Function** then **2** then **6**. The display shows *26--NB OF RINGS*.Press **Start**.

2 Use the keypad to enter the number you require.

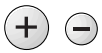
3 Press **Start** to confirm the entry.

To set the ring melody

1 Press **Function** then **2** then **7**. The display shows *27--RING MELODY*. Press **Start**. You will hear the current ringing tone.

2 Use the ▶ button to select and hear the next tone. You can also select *WITHOUT RING* to have no tone at all - the TEL icon will flash instead.

3 Use the **+** and **-** buttons to select the volume. There are 4 levels.



4 Press **Start** to confirm your choices.

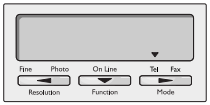
Setting the receive mode

You can use the **Tel Fax** mode button to set the machine to receive faxes manually or automatically. There are three receive modes, the default setting is **Fax**.

- Press the **Tel Fax** button to switch between the different receive modes.

Tel *mode*

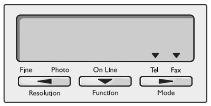
When set to **Tel** mode, the display shows:



All calls must be answered manually. If the call is a fax (you will hear beeps from the other fax machine), wait a few seconds and the basestation will automatically switch to fax receive mode. If it does not, press # then **7** on your handset to activate fax receive mode.

Tel/Fax *mode*

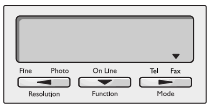
When set to **Tel/Fax** mode, the display shows:



Your DECTfax will automatically determine whether an incoming call is a phone call or a fax call.

Fax *mode*

When set to **Fax** mode, the display shows:



In fax mode calls will be answered automatically, in fax receive mode, after the number of rings set (factory setting: 4 rings).

Your DECTfax machine is now fully set up for use. To make any changes to your settings, simply repeat the procedures.

Using your fax machine

Sending a fax

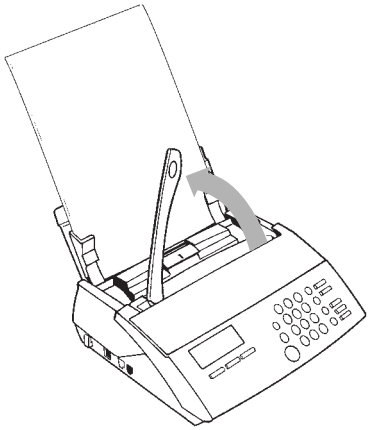
Warning

Do not put paper into the machine if:

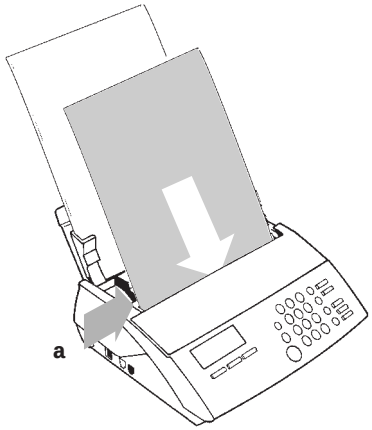
- *it has paper clips, staples or any metal attachment*
- *it is wet with ink, paste or correcting fluid*
- *it is too thick or too thin and flimsy*
- *it has sellotape or other paper stuck on it*

To send a fax

1 Open the sheet feeder flap (if not already open) and raise the document support bar.



2 Place the document(s) face down into the document feeder and adjust the left-hand guide (a) to the width of the paper if necessary. The display will show *READY* when the documents are correctly placed.



The document feeder will take a maximum of 5 sheets. If you are sending more than one sheet, the feeder will automatically take from the bottom of the pile.

3 Dial the fax number you require. You can dial manually or use the DECTfax memory to do this, see page 20.

You can delete a character using the ◀ button.

4 Press **Start**, the display shows *CALLED NUMBER* and begins to send the document.

If the number dialled is engaged, your DECTfax will automatically redial the number, after a few minutes. You can redial the number yourself by pressing the **Start** button.

With call monitoring

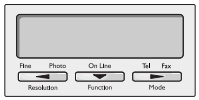
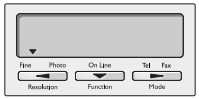
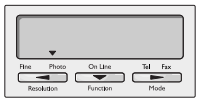
1 Place the document to be sent in the sheet feeder.
2 Press the **Monitor** button. The display shows *MONITOR*. You will hear the dialling tone.

3 Dial the number you require.
4 Press **Start** to start sending the fax.

If there is an answering machine at the other end, press **Start** *at an appropriate point during the outgoing message.*

Resolution

You can adjust the resolution at which your DECTfax sends documents.
There are three settings:

Resolution	*Use with*
Normal (Default) 	Documents which do not contain fine detail eg a page of text
Fine 	Documents which include small characters or drawings
Photo 	Documents which include pictures. Colours will be shown in shades of grey.

To adjust the resolution

1 Place the document in the document feeder.
2 Press **Resolution**. An arrow will appear in the display positioned above the word FINE.

3 Press **Resolution** again to toggle between the settings FINE, PHOTO and NORMAL

After the document has been sent, the resolution setting returns to NORMAL.

Delayed send and broadcasting

This allows you to send a fax automatically at a preset time, within the next 24 hours. It also allows you to send a fax to up to 6 different numbers.

To use delayed send and broadcasting

1 Place the document in the document feeder.
2 Enter the number that you want to send to.
3 If you want to send to more than one number press the ▶ button. The display shows *CALLED PARTY 2*. You can enter up to six numbers using the ▶ button to go to the next entry.

If the number you want to call is stored, you can dial from the directory. If you want to broadcast to numbers stored in the directory, you should access 'Delayed send' from the menu.

- *Press* **Function**, *then* **3**, *then* **1**, *then* **Start**.

4 When you have finished entering the numbers press the **Function** button. The display shows *SET HOUR*, then flashes the current time next to the time to be set.

5 Enter the time, using the 24 hour clock at which you want the fax to be sent then press **Function**.

6 The display gives you two options (use the ◀ and ▶ buttons to switch between the two): *MEMORY* and *PAPER FEEDER*. If you choose *MEMORY* the fax that you are sending will be scanned and sent from memory. If you choose *PAPER FEEDER* the fax will be held in the paper feeder until the DECTfax is ready to transmit it.
7 Press **Start**, and the document will be sent at the time you have specified.

If you want to cancel a delayed send simply remove the document from the feeder. Or if the document is to be sent from the memory see *'To cancel a timed job' on page 24*.

To send the faxes immediately simply press **Start** *after entering the last number.*

Call back

Call back allows you to interrupt a fax to speak to the person at the other end.

To use call back

1 While the document is being sent, press **Monitor**. The display will alternate between *TRANSMISSION*, if a document is being sent, or *RECEPTION*, if a document is being received and *PHONE*.

2 When the page that is being sent has gone through, the other person's telephone will ring and if they pick up, your handset will then ring.
3 Answer the handset as normal and speak.

If the person you are sending the fax to wants to speak to you while the document is being faxed to them, your handset will ring - answer as normal.

Receiving a fax

You can set your DECTfax to print faxes as they are received or incoming faxes can be stored in the memory, up to 20 Slerexe* pages, and printed out at a later date. The default setting is for memory receive to be switched on.

To switch off memory receive

When memory receive is off, you must ensure paper is in the sheet feeder.

1 Press **Function** then **3** then **6**. The display shows *36 RX IN MEM*.

2 Press **Function**. The display shows two options:

YES Incoming faxes are stored in the memory, even if there is paper in the sheet feeder. This is the default setting.

NO Incoming faxes are printed as they are received. If there is no paper in the sheet feeder, the faxes are stored in the memory.

3 Use the ◀ and ▶ buttons to select *NO*. Press **Function** to confirm the change.

*If you answer a call on a telephone that is on the same line as the DECTfax, and the call is a fax, you activate the DECTfax by pressing **#** then **7** on the telephone keypad then hanging up the telephone when you hear the tones from the DECTfax.*

To print out received faxes

When you have faxes stored in the memory the **Fax** button light will flash. You can print in normal mode or economy mode.

Normal

- Make sure you have paper in the sheet feeder. Press the **Fax** button. The stored faxes will print out.

Economy

This allows you to print out messages reduced by 50% vertically so that two pages fit onto one A4 printout.

* Slerexe is the name for the standard fax page.

1 Press **Function** then **5** then **7**. The display shows *FAXES IN MEM*.

2 Press **Function**. Select *ECONOMY*. You can toggle between *ECONOMY* and *NORMAL* using the ◀ and ▶ buttons.

3 Press **Function** to confirm the setting and the stored faxes are printed in reduced size.

Fax memory full

When there are too many faxes in the memory the machine can no longer store any additional faxes. The display will show *MEMORY FULL*.

To clear space in the memory

- Press the **Fax** button. The stored faxes will be printed and subsequently deleted from the memory.

Using the directory to store and dial numbers

Your DECTfax can store up to 50 names and numbers in its directory. Each entry has a two-digit reference number, from 00 to 49. You can then quickly dial a number from the directory after entering its reference number.

To store a number in the memory

1 Press **Function** then **Memory**. The display shows *ENTER ABB NB* and then *00*.

2 Enter a two-digit reference number. For example, your first reference number would be 00.

3 Press **Start** to confirm your entry. The display shows *SET NAME*.

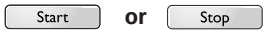
4 Enter the name you want to store in the directory by using the keypad as in *'Entering your name'* on page 13.

5 Press **Start** to confirm your entry. The display shows *SET NUMBER*.

6 Enter the number you want to store using the keypad and press **Start** to confirm your entry.

The name and number are now stored, and are referred to using their two-digit reference number. The display shows *ENTER ABB NB*.

7 Press **Start** to enter another name or **Stop** to return to standby.



To insert a pause

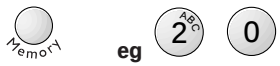
With some switchboards, after dialling the access code you may have to wait for a moment while the switchboard picks up an outside line. If so, press the **Recall** button to insert a pause before keying in the telephone number. A pause is shown in the display as a /.

To dial a number stored in the memory

You can dial a stored number in three ways:

1 Place the document in the document feeder.

2 Press **Memory** then enter the two-digit reference number for the number you want to send to. If the reference number was 20 you would press **Memory,** then **2,** then **0**.



3 Press **Start** and the fax will automatically be sent to the required number.

or

2 Press **Memory** then use the ◀ and ▶ buttons to scroll through the directory in numerical order.

3 When the name you want to send to is shown on the display press **Start** and the fax will be sent.

or

2 Press **Memory** twice then use the ◀ and ▶ buttons to scroll through the directory in alphabetical order.

3 When the name and number you want to send to is shown on the display press **Start** and the fax will be sent.

To print out a list of names and numbers stored in the directory

- Press **Function** then **5** then **3** then **Start**. The entries are printed in reference number order.

To add a number to the memory

1 Press **Function** then **Memory**. The display shows *ENTER ABB NB* then *00* and the first name in the directory.

2 Use the ▶ button to scroll to the next free reference number or a reference number you choose. For example, the next free

number may be 12, or you may want to choose an easily remembered number like 20.

To edit or delete an entry

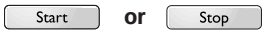
1 Press **Function** then **Memory**. The display shows *ENTER ABB NB* then *00* and the first name in the directory.

2 Use the ▶ button to scroll to the entry you want to edit, or enter its reference number.

3 Press **Start**, then use the ◀ button to delete, and the keypad to enter changes

4 To delete an entry completely, you must delete the name and the number.

5 Press **Start** to enter another name and number, or press **Stop** to go back to standby.



or

Send reports

You can set your DECTfax to print out a report of your fax transmissions.
There are three settings:

Report setting	*What is printed*
ALWAYS	a report is printed when the fax has been successfully sent or when there has been a failed transmission
OFF	no report will be printed
ERROR ONLY	a report will only be printed to record a failed transmission

To change the activity report setting

1 Press **Function** then **3** then **4**. The display shows *34--SEND REPORT*.

2 Press **Start**. The display shows the current setting.

3 Use the ▶ button to skip through the three options.

4 When the screen shows the option you require, press **Start** to confirm your choice.

To print out a report of the last fax sent, press **Function** *then* **5** *then* **5** *then* **Start**.

Activity Reports

Your DECTfax will record details of the last 30 fax transactions.

To manually request fax details

- Press **Function** then **5** then **2** then **Start**.

Polling

Polling is an operation in which another fax machine retrieves a fax from your machine, or your machine retrieves a fax from another machine.

To set up faxes to be polled by another machine

1. Make sure the machine is set to **Fax** or **Tel Fax** mode (see *'Setting the receive mode'* on page 15).
2. Place a document into the sheet feeder.
3. Press **Function** then **3** then **3**. The display shows *33--SEND POLLING*.

4. Press **Start**. The display shows *MEMORY*.

5. Press the ▶ button to display the available options: *MEMORY* and *PAPER FEEDER*. To be polled by one machine, you can use either option. To be polled by several machines you must choose *MEMORY*.

6. Press **Start** to select the option displayed. If you choose *PAPER FEEDER* the display returns to standby and alternates with *DOC TO BE POLLED*. When the machine that is going to poll your document calls up, the document will automatically be sent.

   If you choose *MEMORY* the display will show *SINGLE POLLING*. Press the ▶ button to display the available options: *SINGLE POLLING* and *MULTI POLLING*. Choose *SINGLE POLLING* to delete the document from memory after it has been polled; choose *MULTI POLLING* for the document to be held in the memory and polled by several fax machines.

To poll faxes from another machine

1. Press **Function** then **3** then **2**. The display shows *32--RCVE POLLING*.

2. Press **Start**. The display shows *SET NUMBER*.

3 Enter the fax number of the machine you want to poll the document from.

4 For immediate polling press **Start**. Your DECTfax calls the other machine.

5 To set your machine to poll the document at a specified time, press **Function**, enter the polling time and press **Start** to confirm the entry. The display shows the time the operation is due to be carried out.

Timed jobs

You can set your DECTfax to manage timed jobs like delayed send and polling. Your DECTfax can print out a list of timed jobs, cancel a job, carry out a timed job immediately, modify a job or print out a document waiting to be sent.

To print out a list of timed jobs

1 Press **Function** then **6** then **5**. The display shows *65--PRINT LIST*.

2 Press **Start**. A list showing the characteristics of each job will print out.

To cancel a timed job

1 Press **Function** then **6** then **3**. The display shows *63--CANCEL*.

2 Press **Start.**

Scroll through the list of timed jobs using the ▶ button or by entering the number of the job.

The different types of timed jobs displayed are:

TX	Delayed send job
POL	Timed polling job

3 Select the job to be cancelled by pressing **Start**.

4 Press **Start** to confirm your choice.

To start a timed job immediately

1 Press **Function** then **6** then **1**. The display shows *61--START JOB*.

2 Press **Start** to bring up the list of timed jobs. Use the ▶ button to select a job.

3 Press **Start** to confirm your choice. The job will then be carried out.

To modify a timed job

1 Press **Function** then **6** then **2**. The display shows *62--MODIFY JOB*. Press **Start**.

2 Press **Start** to bring up the list of timed jobs. Use the ▶ button to select a job.

3 Press **Start** to confirm your choice. Make the necessary changes, for example to the scheduled time or the fax number.

4 Press **Start** to confirm the changes.

To print out a timed job

It can be helpful to print out a document in order to check it.

1 Place paper in the printer sheet feeder.

2 Press **Function** then **6** then **4**. The display shows *64--PRINT DOC*.

2 Press **Start** to bring up the list of timed jobs. Use the ▶ button to select a job.

4 Press **Start** to print out the document indicated on the display.

Using your handset

IMPORTANT
In order to use your DECTfax handset the radio module must be connected to the base unit and the base unit must be connected to both the telephone line and power socket (see steps 4 & 5 of 'Setting up' on pages 10 & 11).

IMPORTANT
The new handset may not be charged. It takes up to 12 hours to charge completely.

Switching the handset on and off

Your handset must be switched on before you can use it to make or receive calls.

To switch the handset on

1 Open the cover by pressing the catch on the left-hand side of the handset.
2 Press *and release* the **On/Off** button. The display shows the handset number. You can now make and receive calls.

To switch the handset off

- Press *and hold* the **On/Off** button until the screen goes blank. The handset is now switched off. When switched off, the handset cannot receive calls.

Making and receiving calls

When making a call, your handset must be in radio contact with the base station; the display will show the handset's registration number, for example -*1*-.

To make a call

1 If the handset is not switched on, press the **On/Off** button.

2 Press the **TALK** button. The display shows the **TALK** icon. The base unit display shows *HANDSET ON LINE*.

3 Listen for a dialling tone and then dial the number you require.

4 To end the call, press the **TALK** button.

You can dial the number *before* pressing the **TALK** button:

1 Dial the number you want to call.
Use the **CLR** button to delete numbers to make sure you don't dial a wrong number.

2 Press the **TALK** button. The number entered is dialled after a few seconds.

To receive a call

1 When your handset rings press the **TALK** button.

2 Press the **TALK** button to hang up after the call is over.

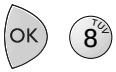
If you hear beeping from the handset while you are using it, it means that the battery is running low and needs charging.

If you hear fax tones when you answer the handset pressing **#** *then* **7** *will automatically transfer the signal to the fax machine.*

Answering mode

When the handset is on the charger you can set it to answer and finish calls in two ways. In mode *0* you must always press the **TALK** button to receive and finish the call; in mode *1* you simply lift the handset to receive the call and replace it to finish the call.

To choose the mode



1 Press **OK**. The display shows *F* (function). Then press **8**. The display shows *F8* and the current mode setting (*0* or *1*).

2 Use the ▲ or the ▼ button to change the mode.

3 Press **OK** to confirm your choice. The handset beeps.

Earpiece volume

To adjust the volume in the earpiece

1 During a phone conversation, press ▲ to increase the volume and ▼ to decrease it.

Secrecy

While making a call you can stop the other person hearing you talk to someone in the same room as you.

1 During a call, press **CLR** on the handset. You can now talk without the other caller hearing you.

2 Press **CLR** again to switch secrecy off.

Last number redial

The handset will store your recently dialled numbers (up to 200 digits in total).

1 Press the **REDIAL** button. The display will show the last number dialled.

2 Use the ▲ or the ▼ button to scroll through the numbers stored.

3 When you see the number you want to call, press the **TALK** button and the number will dial automatically.

Ring melody and volume

You can choose from five ring melodies.

To change the ring melody

1 Press **OK** then **3**. The display will show a number from 1 to 5 and at the same time play that melody.

2 Use the ▲ or the ▼ button to move from melody to melody.

3 Press **OK** to confirm your choice.

To adjust the ring volume

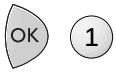
Your DECTfax handset has two ring volume settings - loud and soft.

1 Press **OK** then **2**.

2 Use the ▲ and the ▼ buttons to choose a loud or a soft ring.

3 Press **OK** to confirm your choice.

To switch off the ring tone



1 Press **OK** then **1**.

2 By pressing the ▲ or the ▼ button you can switch the ring tone off or on. When it is off the display shows the RINGER OFF icon.

3 Press **OK** to confirm your choice.

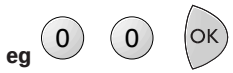
Using the handset directory

Each handset has a directory that can store up to 20 numbers. Each number will have a two-digit reference number, from 00 to 19.

To store a number

1 Press the ▲ or the ▼ button. The display shows *MEM*.

2 Enter the two-digit number under which you want to store the phone number, for example **00**, then press **OK**.



Alternatively you can use the ▲ or ▼ button to scroll through the two-digit numbers.

3 Enter the telephone number you want to store using the keypad. Press the **Clr** button to delete incorrectly entered digits.

If you are on a PABX exchange (switchboard) you may need to have a pause in the stored number. Use the **R** *button for this. The pause is shown on the display as* ⁼.

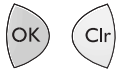
4 Then press **OK** to confirm the entry. The handset beeps and displays the stored number. The handset returns to standby after about 20 or 30 seconds, or you can use the **Clr** button to return to standby immediately.

To change a stored number

1 Press the ▲ or the ▼ button.

2 Enter the two-digit memory number or scroll through the stored numbers until you reach the phone number you require.

3 Press **OK** when you have the number displayed then use **Clr** to delete the number.



4 Enter the new phone number.
5 Press **OK** again to confirm the change.

To dial a number from the directory

There are two ways to do this: you can display either the two-digit reference number, or the telephone number itself.

The display shows up to 12 digits. If the number has more than 12 digits, use the ✶ and # buttons to scroll backwards and forwards through the number.

To display the telephone number

1 Press the ▲ or the ▼ button to access the memory.

2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want.

3 Press the **Talk** button and the number will dial automatically.

*You can dial from the memory directly by entering the two-digit reference number followed by **#**. For example **07** then **#** will immediately dial that telephone number.*

To display the reference number

1 Press the ▲ or the ▼ button.

2 Enter the reference number you require, for example **07**.
3 Press the **Talk** button and the number will dial automatically.

To dial a number from the base station directory

1 Press the **i** button on the handset.

2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want. (Names will not be displayed at the handset).

3 Press the **Talk** button and the number will dial automatically.

Keypad tones

The handset is preset to have no keypad tones. You can set it to loud or soft tones.

1 Press **OK** then **5**.

2 Use the ▲ button to increase the volume. The display will show 2 dashes or one or two blocks.

3 Use the ▼ button to decrease the volume or switch the tones off.

4 Press **OK** to confirm your choice.

Call timer

After you have finished a call you can check the length of the call.

To check the duration of a call

1 When you have finished a call, press the **Clr** button. The display shows the length of the call in hours, minutes and seconds. The display will return to normal after a few seconds.

2 To clear the call duration, press the **Clr** button again while the call duration is being shown. The display will return to *00 00 00*.

Using additional handsets

Multiple registration

You can use up to 4 handsets with your DECTfax base station. A handset can be registered with up to 4 DECT base stations.

For each handset to interact with the base station, they must be registered with it. Your handset is pre-registered with the base station as handset number 1.

Once you have more than one handset registered with your DECTfax base station, you can transfer calls from the base station to a handset, or from one handset to another.

To register a handset

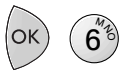
A handset can be registered to the base station only if the handset security code on the base station matches the code on the handset. Both these codes are preset to 0000, but you can change the code at the base station to make it possible to register a handset to the base only with your authorisation.

If you want to keep the code as 0000 then you can register handsets using the simple method. If you want to change the code, or register a handset to more than one base station, handsets must be registered using the customised method.

The simple method

Use this method if you have only one base station and the handset security code is 0000.

1 *At the handset* press **OK** then **6**. The connection icon will flash.



2 *At the base station* press **Function** then **8** then **8**. The display shows *88 HANDSET--REGI*.

3 Press **Function**. The base unit searches for handset to be registered. Once found, the handset is assigned the next available handset number. The handset display now shows the handset number it has been assigned and the connection icon will go out.

The customised method

Use this method if you:

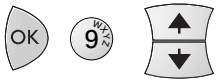
Have set the base station handset security code to a number other than 0000.

Want to register a handset to more than one base station.

Want to allocate a handset with a handset number other than the next sequential one.

1 *At the base station* press **Function**, then **8**, then **8**, then **Function** again.

2 *At the handset* press **OK** then **9**, then use the ▲ and ▼ buttons to scroll to the first empty location, indicated by a line of dashes in the display.



3 Press **OK**. The telephone icon flashes in the display.

4 After a few seconds the display shows four dashes (- - - -) to prompt you to enter the handset security code

5 Enter the code that is on the base station, either 0000 or whatever you have changed it to.

6 Press **OK** and the display will show the available handset numbers (**1-4**).

7 Press the number you want on the keypad - the display will show this number to indicate that the handset is registered.

To change the handset security code

1 Press **Function**, then **8**, then **7**.

2 Press **Function**. The display shows *OLD CODE* then ✶ ✶ ✶ ✶ .

Enter the old code. This should be 0000, if it has not already been changed.

3 The display shows *NEW CODE* then ✶ ✶ ✶ ✶. Enter the new code. When the 4th digit has been entered, the display returns to standby.

To register a handset to more than one base station

Use '*The customised method*' to register a handset with up to 4 DECT base stations.

A handset registered to more than one base station will stay 'linked up' to its current base station as long as it is in range of it. As the handset moves out of range, it will 'link up' with the next base station it comes into range of.

To prioritise a base station

You can set a handset to give priority to a particular base station, so that it will always link up to that base station first if it is in range.

1 Press **OK** then **7** on the handset, then use the ▲ and ▼ buttons to select the base station number you want to prioritise.

2 Press **OK** to confirm your choice.

A small square in the display indicates that no base station is prioritised.

To deregister a handset

1 *At the base station* - press **Function** then **8** then **9**. The display shows the handset numbers that are registered.

2 Enter the number of the handset you want to deregister (**1-4**) then press **Function** to confirm deregistration. If a handset is not registered the display shows *INIT - F6*.

Transferring calls

To transfer a call from the base station to a handset

You can make or receive a call at the base station and transfer it to a handset.

1 *At the base station* - press **Function** then **Transfer**. The base station display will show *HANDSET NUMBER*.

3 Enter the number (**1-4**) of the handset you want to transfer the call to. That handset will ring.

4 *At the handset* - when the handset rings, press the **Talk** button to take the call.

Transferring a call from one handset to another

1 During a telephone call, tell the caller they will be transferred and press the **i** button.

2 Enter the number (**1-4**) of the handset you want to transfer the call to. That handset will ring. If you want to ring all the handsets at the same time, press the ✶ button.

3 *At the other handset* - press the **Talk** button to connect the internal call. The two handsets can now talk to each other while the external caller is on hold.

4 *At the first handset* - press the **Talk** button to end the internal call. Your external caller is then transferred to the other handset.

Paging a handset

If you want to hail a handset or find out where it is is, you can page it from the base station.

To page a handset fom the base station

1 *At the base station*, press **Function** then **Transfer**. The base station display will show *HANDSET NUMBER*.

2 On the keypad, enter the handset number (**1-4**) that you want to contact. If you want to contact all the handsets at the same time, press the ✶ button. The display will show *FIND HANDSET*.

3 The base station will beep, and the handset(s) you are contacting will ring.

4 *At the handset being contacted*, the display will show a flashing INTERCOM icon and the handset will ring.

Call Monitor

When using a handset, it is possible to listen to the conversation at the base station as well.

To listen to a call through the base station

1 *At the handset*- during a call press **OK** then **0**. The call can now be heard through the base station loudspeaker.

2 To stop listening through the base station, press **OK** then **0** again.

Additional features

Using your DECTfax as a photocopier

1 Make sure you have inserted some paper into the output sheet feeder.
2 Place the document you want to copy face down in the document sheet feeder (as if for sending a fax).
3 Press **Copy**. The machine will copy the document.

Printing out the functions list

This allows you to print out a list of all the functions of your DECTfax along with the number codes to operate them.

To print out the functions list

1 Make sure there is paper in the output sheet feeder.
2 Press the **Help** button. The functions list is printed out.

Alarm

You can set your DECTfax to act as an alarm.

To set the alarm

1 Press **Function** then **8** then **1**. The display shows *81--ALARM*.

2 Press **Start**. The display shows *START*.

3 Press **Start** again. The display shows *SET HOUR* and flashes the current time next to the time to be set.

4 Set the time using the keypad.
5 Press **Start** to confirm the entry.

6 Press **Stop** to return to standby. The display shows to indicate that the alarm is set.

7 When the alarm sounds, press the **Stop** button to switch it off.

To cancel the alarm

1 Press **Function** then **8** then **1**. The display shows *81--ALARM*.

2 Press **Start**. The display shows *STOP*.

3 Press **Start** to cancel the alarm.

Ink gauge

To see how much print ribbon there is left

1 Press **Function** then **5** then **6**. The display shows *56--RIBBON GAUGE*.

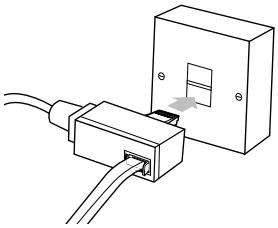
2 Press **Start**. The display shows what percentage of the ribbon is left.

Using DECTfax with an external answering machine

You can set up your DECTfax to work with a telephone answering machine so that you can automatically receive voice messages and fax messages.

To connect a telephone answering machine

1 Connect the telephone line cord of your answering machine into the connector on the DECTfax telephone line cord.



2 Set your answering machine to auto answer.

3 Set your DECTfax to **Fax** mode – see '*Setting the receive mode*' on page 15.

4 Set the number of rings before answer on DECTfax to 2 more than the answering machine – see '*Ring settings*' on page 14. For example, if your answering machine is set to answer after 4 rings then the DECTfax should be set to answer after 6 rings.

With this set up, calls will be answered first by the answering machine. If the call is a voice call then the caller can leave a message on the answering machine. If the call is a fax call the DECTfax will automatically take control of the call and receive the fax.

Caller Display

If you subscribe to a caller display service, the DECTfax will show the caller information on its display and on the handset display.

	BASE DISPLAY	HANDSET DISPLAY
Number	*INCOMING CALL* alternating with *NUMBER / NAME*	*NUMBER ONLY*
Number withheld	*INCOMING CALL* alternating with *WITHHELD*	———
Number unavailable	*INCOMING CALL* alternating with *UNAVAILABLE*	*11111111111*
Operator	*INCOMING CALL* alternating with *UNAVAILABLE*	*11111111111*
International	*INCOMING CALL* alternating with *UNAVAILABLE*	*11111111111*
Payphone	*INCOMING CALL* alternating with *NUMBER*	*NUMBER*
Ringback	*INCOMING CALL* alternating with *NUMBER / NAME*	*NUMBER ONLY*

If the call is from a number stored in the DECTfax's directory, the display will show the name it belongs to rather than the number. The handset display will only show the number.

The DECTfax stores the date, time and number or name of up to 10 calls - after 10 calls have been stored it retains the last 10. If a new call is from the same number as an earlier call only the later call details will be stored. Number Withheld, Number Unavailable, Operator and International calls will not be stored.

The list of stored call details can be reviewed from the base station and from the handset.

To review the list from the base station:

1 Press **Function** then **Redial**. The display shows details of the last call.

2 Use the ◀ and ▶ keys to scroll through the list.

3 To call a number from the stored list press the **Monitor** button while the number is displayed.

4 To fax to a number from the list press **Start** while the number is displayed.

When displaying call details the display alternates between the name (or number) and the date and time of the call. It will also show a T to indicate a telephone call, or, if the call was a fax and was answered, an T.

To review the list from the handset:

1 Press the **i** button then **Redial.** The display shows details of the last call.

2 Use the ▲ and ▼ keys to scroll through the list.

3 To call a number from the stored list press the **Talk** button while the number is displayed.

Help *If you have any problems using your DECTfax, this section will give you the most common, easy-to-follow solutions.*

Fax Problem	*Solution*
Blank unit display.	• Check that the power cord and the power adopter cord are properly connected
The unit does not answer incoming calls after several rings.	• The FAX icon may be off: check the receive mode (Manual/automatic). • Check the number of rings. • Configure the unit for "private network" (see the sections headed *'Ring settings'* and *'Network and dial settings'* in the *'Setting up'* chapter).
Blank photocopies.	• The document was positioned was positioned facing the wrong way round in the feeder.
The telephone exchange does not recognise the number dialled.	• Check.that the the telephone cord is properly plugged in. • Configure your unit for pulse dialling (see the section headed *'Pulse|tone dialling'*.in the *Setting up'* chapter).
The terminal does not ring.	• The TEL icon is flashing: re-activate the ringing tone (see the section headed *'Setting the ringing tone'* in the *Setting up'* chapter).
The telephone does not work.	• The mains may be down. • Check that the telephone line cord is properly connected.
One or more vertical black lines on documents copied locally or sent.	• Open the cover and clean the scanning sub-assembly located opposite the white roller using a soft but not fluffy cloth dipped in surgical spirit. After cleaning, close the front cover and make a local copy to check that the black lines have disappeared.
The unit displays the following messages:	
OUT OF PAPER	• Insert more paper in the paper feeder.
PRINTER COVER	• Close the rear cover.
PAPER JAM	• Open the rear cover to access the paper circuit. Check that the rear cover is properly secured after closing it.
OVERHEATING	• The last documents printed printed out are blackened; the printer's temperature is too high. Wait a few minutes for it to cool down
GAUGE EMPTY	• You may have forgotten to replace the gauge smartcard when you put in the ink ribbon.
MISSING GAUGE	• Open the gauge housing flap and check that the gauge smartcard is inserted and correctly positioned.
CHANGE RIBBON	• No ink ribbon left: install a new ribbon and gauge.
REMOVE DOCUMENT	• Open the front cover and check the document circuit.
MEMORY FULL	• Print out faxes received and/or listen to the voice messages on the TAD (model with built-in **Tad** only).
Other	• Disconnect your unit from the mains and reconnect it. If the problem persists, contact our Helpline on 0845 603 1066.

Telephone Problem	*Solution*
The radio link is not set up between the base station and the handset.	• Check that the handset battery is properly charged. • Check that the the base station and handset are properly matched. • Check that the base station power supply pack is not too close to the radio module.
The base station does not ring.	• Check that the base station ringing is not switched off.
The dial tone is busy each time you dial a number.	• Check that the dialing mode (Voice or Decimal Frequencies) is compatible with your PABX. • Check that you have inserted pauses after the 0 or 9 in your memorised numbers if your line is connected to a PABX.
Your handset is equipped with a rechargeable battery (NiCd). The capacity of this battery may drop slightly with time. In that case:	• Allow your handset to discharge completely and then put it on charge for at least 5 hours. • You should perform this operation about every two months in order to increase the life of your battery. • If the problem persists despite these precautions, you may need to buy replacement batteries from your distributor.
The Handset screen displays: *INIT = F6*	• Match the handset on a base station Chapter: *'To register a handset'.*

Customer Helpline

If you have any problems with your DECTfax, call the BT Helpline on **0845 603 1066**.

Print ribbons

To obtain new print ribbons call **0800 590009**.

Transmission report codes

The activity reports and send reports detail the outcome of each transaction. In the event of an error they will use one of the following codes:

Code	*Meaning and action*
1	No answer; try again later
3	Call interrupted by user pressing **Stop**
4	Invalid speed dial number. Check number
5	Document feeder problem during the call: paper jam or document feeder malfunction
7	Bad line or remote terminal malfunction. Try again
8	The document sent may not have been received in full. Send again and check with recipient
A	Polling operation failed: no fax back document on remote terminal
B	There is a difference between the number of pages logged for sending and the number of pages actually sent. Check the number of pages
13	Memory full: fax could not be received. Print out faxes stored in the memory

BT sponsors two schemes which can join if you are bothered by unwanted faxes and phone calls.

Fax preference scheme

BT is a sponsor of Fax Preference Service (FPS) - a scheme to enable customers to reduce unwanted faxes.

The main feature of the FPS is that while it helps reduce the volume of unsolicited faxes, it still allows you to receive faxes from organisations with which you have a contractual relationship.

To register for the FPS, BT customers should ring 0541 554555.

Telephone preference scheme

BT is a sponsor of Telephone Preference Service (TPS) - a scheme to enable customers to reduce unwanted sales calls.

The main feature of the TPS is that while it helps reduce the volume of unsolicited sales calls, it still allows you to receive important marketing calls from organisations with which you have a contractual relationship.

To register for the TPS, BT customers should ring 0800 398893.

Technical information

Choosing a position

Your DECTfax should be kept clear of dust, moisture, high temperature and vibration and should not be exposed to direct sunlight. Don't install it close to radiators or air-conditioning outlets or in excessively warm, humid or dusty places.

Warning

The apparatus is only designed to be operated in a normal office or domestic environment where the relative humidity does not exceed 60%. It should not be used in bathrooms or near water.

Approval number

BABT Certificate Number/Approval Number for the DECTfax 608595 APPROVED for connection to telecommunication system specified in the instructions for use subject to the conditions set out in them.

Approval for use

This apparatus has been approved for the use of the following facilities:

Terminal and subscriber identifier
Transmission status report (send report only)
Manual mode (associated telephone set)
Auto/Manual-answering
Fax switch
Polling RX (to poll a document from a distant fax)
Polling TX (prepare a document to be polled)
Delayed transmission – Time recorder and logs
Modem fax up to 9600 bps
Auto calling
Automatic redial (5 times, 5 minutes intervals)
Facsimile transmission and reception
Calls progressing mode
Series connection (TAM)
Automatic document feeder
16 shades of grey
DECT

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

You may connect it –

- To direct exchange lines.
- To extensions with new plug and socket arrangements provided with these direct exchange lines.
- To compatible switchboards.

You may NOT connect it –

- To shared service (party) lines.

The connection to the telecommunication system must be unplugged before the earth is disconnected. The connection to the telecommunication system must not be hardwired.

This apparatus may be used on telecommunications systems employing loop disconnect or MF signalling.

Ringing delay

The maximum number of rings before automatic answering is 9.

How many phones you can have

Your exchange line provides only a small current to make your telephone ring. Although you may have any number of sockets it is important to limit the number of telephones and other items of apparatus connected to the line by these sockets. This ensures that each telephone will receive enough current to ring.

Every telephone or item of apparatus has a Ringer Equivalence Number (REN). In most cases a standard line should provide enough current for two or more telephones or items of apparatus, if the REN's add up to no more than 4.

DECTfax has a REN of 1. Any telephone provided by BT may be assumed to have a REN of 1 unless otherwise stated on the base. Even where the number of telephones has been limited, there is no guarantee that the different types of telephone on the same line will ring.

Voltage Drop

The voltage drop introduced between the PSTN and the associated telephone is 2.0 Volts so therefore no additional series equipment may be connected. The introduction of this voltage drop may occasionally cause difficulties in making calls from the associated telephone or problems in telephone conversation being experienced by both parties to the call.

While operation may be possible initially, change to or modernisation of the network taking place in the normal course of events may result in the apparatus being connected to be compatible, failure of the apparatus to work under these circumstances may not be the responsibility of the network operator.

In the unlikely event of such problems occurring, the user should contact the supplier or maintainer of the apparatus.

Note

The definition of RBS (Relevant branch system) for PSTN lines is given in BS6789 section 6.1 (1986) clause 2.4.

Connecting to switchboards

Your DECTfax is approved only for use with a compatible switchboard including those which do not provide secondary proceed indication.

If you do have a compatible switchboard, it cannot be guaranteed that the DECTfax will operate correctly under all possible conditions of connection.
If you have any difficulties, contact BT on **Free***fone 0800 800* **152** for business Customers or **Free***fone 0800 800* **150** for residential customers (9am to 5pm Monday to Friday).

Warning

This equipment is not designed for making telephone calls when the power fails.

Alternative arrangements should be made for access to emergency services.

Safety warnings

1 Interconnection circuits should be such that the equipment continues to comply with the requirements of 4.2 of EN 41003 for TNV circuits and 2.3 of EN 60950 for SELV circuits, after making connections between circuits.

2 Interconnection directly, or by way of other apparatus, of ports marked “Safety Warning. See instructions for use” with ports marked or not so marked may produce hazardous conditions on the network. Advice should be obtained from a competent engineer before such a connection is made.

3 When you operate this equipment, the electrical mains socket should be near the equipment and be easily accessible.

Warning

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

How to connect the mains lead to a plug

Your apparatus comes complete with fitted plug. If however, it becomes necessary to fit an alternative mains plug, the following instructions must be adhered to.

Note

The wires in the mains lead are coloured in accordance with the following code:

Blue: Neutral
Brown: Live

Read the instruction carefully before connecting the mains lead to a plug. If in doubt, consult a qualified electrician.
As the colours of the wires in the mains lead of the apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

- The wire which is coloured blue must be connected to the terminal which is marked with the letter N or coloured black.
- The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red.

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Offices in Europe, North America, Japan and Asia Pacific.

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CE

CE compliant to 89/336/EEC (EMC Directive) & 73/23/EEC (Low Voltage Directive)

APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them

608595